



IN REPLY REFER TO:

United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

FWS FEDERAL FINANCIAL SYSTEMS BULLETIN: 01-02

To: All FFS Manual Holders

From: Chief, Division of Finance

Subject: Revised Reimbursable Data Form (FWS 3-2058)

Contact: Finance Center, Cost Accounting Branch

Phone/FAX: (303) 984-6832/(303) 968-5745

Background: On October 1, 2000, the Service implemented a new administrative support cost recovery rate structure. This structure offers several new options to program managers to better suit the many different types of reimbursable work the Service engages in.

Instructions: Several fields have been updated on the attached Reimbursable Data Form (FWS 3-2058). Please use the attached to communicate reimbursable information to the Finance Center. To ensure consistency in processing, please do not alter or modify the attached form. Discard all previous versions.

If you should have any questions or concerns regarding the use of the Reimbursable Data Form, please contact Finance Center's Cost Accounting Section at (303) 984-6832.

David J. Holland

Attachment

☐ INITIAL SUBMISSION

☐ FOR MODIFICATION _____

REIMBURSABLE AGREEMENT DATA FORM 3-2058

PROJECT TITLE: _____

CUSTOMER NAME: _____

TIN: _____

AGREEMENT NO. -USFWS: _____

CUSTOMER REFERENCE NO.: _____

**RESPONSIBLE
ARD COST
STRUCTURE** _____

THIS 3-2058 IS FOR **FY-** _____ , **PERFORMING ORG. CODE:** _____

SUBACTIVITY: _____ , **PROJECT:** _____

START OF WORK DATE: _____ **PLANNED COMPLETION DATE:** _____

TOTAL AMOUNT AUTHORIZED IN THIS AGREEMENT: \$ _____ **LESS BURDEN** → \$ _____

AMOUNT AUTHORIZED FOR CURRENT FY (20____): \$ _____ **TARGET AMOUNT**

USFWS PROJECT MANAGER _____ **BILLING CONTACT** _____

ADDRESS _____

CITY / STATE / ZIP _____

PHONE _____ (____) _____

BILLING INFORMATION FOR FINANCE CENTER

APPLICABLE ADMINISTRATIVE SUPPORT RATE IS _____ % **IF APPLICABLE, APPROVED EXCEPTION TO POLICY IS**
ATTACHED. OTHERWISE, THE STANDARD OVERHEAD RATE IS _____ %¹.

RATE DESCRIPTION: _____ / _____

THE AGREEMENT IS MODIFIED EFFECTIVE _____ **BY MODIFICATION NO.** _____

TO: INCREASE ____ **DECREASE** ____ **THE AMOUNT BY \$** _____

CHANGE THE: ____ **START OF WORK DATE (OR) THE** ____ **PLANNED COMPLETION DATE TO** _____

SIGNATURE OF USFWS OFFICIAL _____

TITLE _____

DATE _____

CONCUR: _____

REGIONAL FINANCE OFFICER

Revised 10/00

¹ In accordance with Part 264, Chapters 1 & 2 of the U.S. Fish & Wildlife Service Manual- the standard overhead rate is calculated through a biennial review process conducted by the Divisions of Budget and Finance. Contact your Regional Budget & Finance office for the current rate.

Changes to:

U.S. Fish and Wildlife Form 3-2058: Reimbursable Data Form

1. The addition of the TIN (Taxpayer Identification Number) field. This number may be held by a corporation or simply be an individual's Social Security Number. Federal agencies will not have a TIN number.
2. The addition of the RESPONSIBLE ARD COST STR. field. A portion of recovered indirect costs are distributed to the appropriate regional programmatic office. If other than the default cost structure, please provide the following information.

RESPONSIBLE
ARD COST
STRUCTURE (Region)-(Organization Code)(Job Number)

Example:

RESPONSIBLE
ARD COST
STRUCTURE 1-10140112210AI

3. A field was added for the TARGET AMOUNT. This amount represents the total amount available for spending with a project. The TARGET AMOUNT equals the MAXIMUM PROJECT AMOUNT less the burden assessed from the appropriate administrative support cost rate.
4. Billing contact name, address and phone number fields were added to ease the billing process.
5. The overhead rate portion of the form has changed significantly. If the ADMINISTRATIVE SUPPORT RATE will be loaded as the project's burden rate. Exceptions to policy for a lower rate must be approved prior to submission.

NOTE: It takes 60 days to make adjustments within the PCAS system when burden rates are changed. Corrections to burden rates that effect year-end closings should be submitted to the Finance Center by July 31st.

6. A field was added to assist in tracking Servicewide usage of indirect cost rates. If a rate other than the Standard Rate is used this field must be completed. Please use the following format for this field:

RATE DESCRIPTION (Rate ID) / (Description)

Example: RATE DESCRIPTION d-2 / Pass-through

The following rates, if appropriate, may be used in this field:

s	- Standard Rate (Full Rate)
d-1	- Standard Rate for Service-owned Facilities
d-2	- Pass-through
d-3	- Pass-through initiated by DOI Office of the Secretary
d-4	- International Agreements
d-5	- Fish & Wildlife Coordination Act (FWCA)
d-6	- NRDAR
d-7	- EPA Superfund
z	- Zero percent (IPAs; USGS/BRD; emergency construction)
e	- Exception to policy

NOTE: Finance Center will return forms where the overhead rate submitted does not concur with the rate description, i.e., an agreement submitted for loading at 4.5% overhead with a description of d-1 / Standard Rate for Service-owned Facilities will be rejected.